

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Financial Assistance

I hope this letter finds you well. My name is [Your Name], and I am writing to request financial assistance for [specific purpose, e.g., long-term care, medical expenses, etc.].

Due to [briefly explain your situation or circumstances leading to the need for assistance, e.g., a medical condition, financial hardship, etc.], I am currently unable to meet my financial obligations. I am seeking support to help cover [details on the specific costs, e.g., medication, treatment, caregiving expenses, etc.].

I have included documentation outlining my current financial situation and the necessity of this assistance. [Mention any additional information, such as previous support received, if applicable.]

I would be immensely grateful for any assistance you could provide, even if it is just guidance on other resources available. Thank you for taking the time to consider my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]